

SNC-301 Instructions and Form

Introduction

We have updated the SNC-301 form and provided line-by-line instructions in order to make it as simple and clear as possible to complete.

Even if you have completed this form in previous years, please pay close attention to the instructions as some of the items have been moved or renamed to provide more relevant data in the SNC's Annual Report to the Legislature.

Purpose

The SNC-301 form is used to gather data about the sources and use of 911 funding, call volumes for counties and Wayne County Service Districts, and a status update on projects, services, and any ESInet activities in the counties. The information is used to provide the Michigan Legislature with the status of 911 as required in the State 911 Committee's Annual Report to the Legislature under MCL 484.1412.

Requirements

This form is due no later than **Friday, May 15, 2015**. Handwritten or faxed forms will not be accepted.

Information should be reported for the period covering the 2014 calendar year, and include data for all primary PSAPs in the county.

Submitting Form

Return completed form:

By U.S. mail to:
Michigan State Police
State 911 Office
Attn: Ms. Stacie Hansel
333 S. Grand Avenue
PO Box 30634
Lansing, MI 48909

By e-mail to:
Ms. Stacie Hansel
hansels@michigan.gov

Line-by-Line Instructions

1-5. Lines 1-5

Enter the county name and the contact information for the county coordinator.
The county coordinator is the person designated by the county board of commissioners to serve as the single point of contact for the county to represent the county, and the PSAPs within the county, in regard to financial, operational, and policy issues related to 911.

6. 2014 Total State 911 Fee Distribution Received

Monies the county receives from Michigan Department of Treasury's quarterly distribution. (Ex: On a phone bill, there is a state 911 fee. The provider collects and

remits the payment to Treasury, and Treasury distributes to the counties under MCL 484.1408(4)).

7. 2014 Total Local 911 Fee Received (if applicable)
Local Surcharge monies received from the providers and paid directly to the county.
8. 2014 SNC Dispatcher Training Fund Monies
This is the amount of dispatcher training fund monies received by each PSAP in the county. This is distributed twice a year, once in the spring and once in the fall.
9. 2014 Total 911 Millage Receipts (if applicable)
If the county has a 911 millage, enter that amount here.
10. 2014 Total General Fund Monies (if applicable)
If the county or local government uses general fund monies to support the operation of 911, enter that amount here. This is for all PSAPs in the county.
11. 2014 Total Other Receipts
Other receipts include things like grant monies received, tower space revenue, or PSAPs contracting with other local agencies for dispatching services. **Enter explanation/indicate source(s) in Section C on page 2 of the form.**
12. 2014 Total 911 Funding from all Sources (Total for *all* PSAPs in County)
Add lines 6-11 and enter that amount here.
13. 2014 Total Allowable PSAP Expenses from 911 Surcharge Funds
This amount comes from the expenses from the SNC allowable/disallowable list. (Ex: paying employees, facility costs, etc.). This amount may exceed funding amounts listed above if carryover funds were used from previous years. If carryover funds were used, an explanation must be submitted. **If applicable, enter explanation in Section D on page 2 of the form.**
14. 2014 Total Allowable Non-PSAP Expenses from 911 Surcharge Funds
Allowable expenses incurred by counties for 911 purposes. (Ex: Board of Commissioners contracting with a consulting firm to perform a study of PSAP efficiencies, a county contracting with another agency for PSAP services may also have expenses for 911 coordinator and other services related to 911 administration, or legal services procured by a county to draft language).
15. 2014 Total of Unexpended 911 Surcharge Funds
This amount comes from adding the state fee and the local fee (lines 6-7), subtracting the allowable expenses (lines 13-14). **If applicable, enter explanation in Section E on page 2 of the form. Ex: equipment upgrades or planned purchases.**
16. Total Carryover of Unexpended 911 Surcharge Funds Prior to 2013 Receipt
Enter the carryover amount of any unexpended surcharge funds from previous years. **If applicable, enter explanation in Section F on page 2 of the form.**
- 17-22. Lines 17-22
Statistical data regarding call volumes in Michigan.

2015 REPORT TO THE LEGISLATURE COUNTY INFORMATION REPORT

AUTHORITY: 1986 PA 32, as amended; **COMPLIANCE:** Voluntary; **PENALTY:** No funding

Information should be reported for the period covering the 2014 calendar year, including data for **all** primary PSAPs in the county.

I. County Information

1. County Name	2. County 911 Coordinator
3. Address, City, Zip Code	
4. Phone Number (Include Area Code)	5. E-Mail Address

II. 2014 Total 911 Funding Sources COUNTYWIDE

Item	Total
6. 2014 Total <u>state</u> 911 fee distribution received	
7. 2014 Total <u>local</u> 911 fee received (if applicable)	
8. 2014 SNC dispatcher training fund monies PSAPs in county received	

The total of lines 6-8 should approximately equal the total of lines 13-15

9. 2014 Total 911 millage receipts (if applicable)	
10. 2014 Total general fund monies (if applicable)	
11. 2014 Total other receipts – (Indicate source(s) in Section C on page 2 of form)	
12. 2014 Total 911 funding from all sources (all PSAPs in county) – Add lines 6-11	

III. 2014 Expenditures COUNTYWIDE

Item	Total
13. 2014 Total allowable PSAP expenses from 911 surcharge funds – (if carryover from previous years was used, enter explanation in Section D on page 2 of form)	
14. 2014 Total allowable non-PSAP expenses from 911 surcharge funds	
15. 2014 Total of unexpended 911 surcharge funds – (enter explanation in Section E on page 2 of form)	

The total of lines 13-15 should approximately equal the total of lines 6-8

16. Total carryover of unexpended 911 surcharge funds prior to 2013 receipt – (enter explanation in Section F on page 2 of form)	
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IV. 2014 911 Call Volumes for **ALL PSAPs** in Reporting County

Item	Total
17. 2014 Total wireline 911 calls received	
18. 2014 Total wireless 911 calls received	
19. 2014 Total VoIP 911 calls received	
20. 2014 Total texts-to-911 received	
21. 2014 Total PSAP non-emergency/administrative calls (non 911 lines) (<i>not including those listed above</i>)	
22. 2014 Total incidents dispatched	

County 911 Implementation Status

A. Has your county made any steps toward developing or implementing an Emergency Services IP-network (ESInet)? If so, please provide information.

B. Activity/concerns/comments of NG911 or text-to-911 deployments during 2014.

C. Explanation of Total Other Receipts (line 11 on page 1 of form).

D. Explanation of Total Allowable PSAP Expenses from 911 Surcharge Funds, **if carryover funds were used** (line 13 on page 1 of form).

E. Explanation of Total of unexpended 911 surcharge funds – Ex: equipment upgrades or planned purchases (line 15 on page 1 of form).

F. Explanation of Total carryover of unexpended 911 surcharge funds prior to 2013 receipt – (line 16 on page 1 of form).

G. Additional comments